

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of June was held at George M. Rhodes Apartments, 815 Franklin Street, Reading, Pennsylvania, on June 28, 2016.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mrs. Stacey J. Keppen, Deputy Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Audrey L. Wenrich, Administrative Assistant; Mrs. Theresa Reustle, Comptroller; Ms. Gloria J. Guard, Property Manager; Mr. Frederick H. Prutzman, Building Construction Inspector; Mr. John E. Knockstead, County Casework Supervisor; Mr. Josh K. Smith, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Marilyn Guzman, Clerk Typist 2 and Ms. Janice M. Eickhoff, Clerk Typist 3. Attorney Edwin Stock, Solicitor for the Authority, Mr. Valdis Lacis, Reading Eagle Reporter, and several residents of the George Rhodes Apartments were present.

Mr. Belinski, Chairman, called the regular meeting to order and upon roll call those present and absent was as follows:

Present: Mr. Steven E. Belinski
Mr. Walter Pawling
Mrs. Rebecca Acosta
Ms. Tina White
Ms. Lorena Patricia Keely

Absent: None

The Chairman announced that no one had signed the register to speak at the Board Meeting.

A motion was made by Mrs. Acosta and second by Ms. White approving the minutes of the Regular Monthly meeting held May 24, 2016. The motion was carried unanimously.

A motion was made by Mr. Pawling and second by Ms. Keely approving the bills as submitted by Mrs. Reustle for the period of May 1, 2016 to May 31, 2016. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of May 2016.

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$4,099,005.72	\$.00	\$373,982.91	\$ 4,472,988.63
P-4628 Section 8	455,041.81	.00	0.00	455,041.81
P-15 Sylvania	85,459.00	3,393.92	2,169,797.44	2,258,650.36
River Oak Apts.	47,414.20	.00	334,136.76	381,550.96
Park Place	10,250.02	.00	.00	10,250.02
Total	\$4,697,170.75	\$ 3,393.92	\$2,877,917.11	\$7,578,481.78

A motion was made by Mrs. Acosta and second by Mr. Pawling that the Treasurer's Report be accepted and filed. The motion was carried unanimously.

The Executive Director submitted the following report:

COMPREHENSIVE GRANT PROJECTS

223-2014 CAPITAL FUND – We received this allocation in the amount of \$2,146,877.00. Work items included roofs at Rhodes/Eisenhower and the limited boiler replacement program as explained at a previous Board Meeting. These items are complete in this funding allocation.

224-2015 Capital Fund – Staff submitted work items for this Capital Fund allocation to HUD for their review and to input these work items into their system so we will be able to access funding. I believe this has been completed and we can begin scheduling the work items; Glenside Electric, Hensler roofs and siding, and patios at Glenside and Oakbrook.

225-2016 Capital Fund – The funding for this allocation has been awarded and it is in excess of 2.2 million dollars and here the breakdown of the work items: roof replacement at Kennedy, Franklin and Hubert; patios at Oakbrook and Glenside and boilers at Oakbrook.

OCCUPANCY RATES BY PROPERTY/PROGRAM

Public Housing

1/1/16 – 3/31/16	10/1/15 – 12/31/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15	1/1/15 – 3/31/15
98.4%	97.6%	98.0%	98.5%	98.9%

Sylvania Homes

1/1/16 – 3/31/16	10/1/15 – 12/31/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15	1/1/15 – 3/31/15
93.1%	95.6%	94.3%	97.2%	96.9%

River Oak Apartments

1/1/16 – 3/31/16	10/1/15 – 12/31/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15	1/1/15 – 3/31/15
95.0%	95.3%	96.7%	94.6%	99.3%

UTILIZATION RATE BY PROGRAM (CY-funded)

Housing Choice Voucher (Section 8) YTD Utilization, by Number of Vouchers, As of:

3/31/2016	6/30/2016	9/30/2016	12/31/2016
89.5%			

Housing Choice Voucher (Section 8) YTD Utilization, by Funding, As of:

3/31/2016	6/30/2016	9/30/2016	12/31/2016
98.0%			

Shelter Plus Care Utilization, by Number of Vouchers

10/1/15 – 12/31/15	1/1/16 – 3/31/16	4/1/16 – 6/30/16	7/1/16 – 9/30/16
105.5%	122.2%		

Shelter Plus Care Utilization to Date, by Funding

10/1/15 – 12/31/15	1/1/16 – 3/31/16	4/1/16 – 6/30/16	7/1/16 – 9/30/16
20.4%	43.4%		

CHARGE-OFFs

	12/1/15 – 2/29/16	10/1/15 - 11/30/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15	XXX – 3/31/15
Public Housing	\$12,896.23 – 18 accounts	\$12,983.00 – 10 accounts	\$35,631.39 (net) 30 accounts	\$37,462.76 (gross)	\$7,484.63 (gross)
Sylvania Homes	\$0	\$462.92 – 1 account	\$4,855.93 (net) 6 accounts	5,433.13 (gross)	\$1,756.09 (gross)
River Oak Apartments	\$9,468.48- 3 accounts	\$5,839.59 – 4 accounts	\$1,986.90 (net) 1 account	737.90 (gross)	\$0

Vacant Unit Report

	Units Scheduled to be leased	Units Assigned to by Eligible Applicant	Units for Transfer	Unassigned Units	Total Vacant Units
Public Housing					
Glenside Homes					
Hensler Homes			1	1	2
Oakbrook Homes			3		3
Franklin Tower					
Kennedy Towers		1			1
Rhodes Apartments		2	1		3
Eisenhower Apartments	2	1	1		4
Hubert Apartments					
TOTAL (1607)	2	4	6	1	13
Scattered Sites (2)					
Sylvania Homes (126)	2	1	2	3	8
River Oak Apartments (72)				2	2
726 North 11th Street (2)					
NSP Units (6)				1	1
TOTAL, ALL DEVELOPMENTS (1815)	4	5	8	7	24

The Public Housing Program is 99.99% occupied.

Waiting List Report

Bedroom Size	# on WL	# on WL with City Pref	Contacting Applicants from	Waiting Period (months)	Sylvania	River Oak	Housing Choice Voucher Program
Studio	125	63	6/2015	9–12	XX	XX	XX
1 BR – E/D	1	0	4/2014	12-24	XX	XX	XX

1 BR – Gen Occ	101	65	4/2014	12-24	30	XX	XX
2 BR – Gen Occ	138	112	4/2014	12-24	53	12	XX
3 BR – Gen Occ	156	140	4/2014	12-24	6	4	XX
4 BR – Gen Occ	28	25	4/2014	12-24	6	XX	XX
5 BR – Gen Occ	4	1	4/2014	12-24	XX	XX	With City Pref: 167
TOTAL	553	406			93	16	TOTAL: 258

RESIDENT SERVICES – A notice has been issued to extend the Youth Services contract with Olivet Boys & Girls Club for 3 months, and a new Request for Qualifications will be issued in July. A proposed contract with Berks Visiting Nurse, Wyomissing PA will be presented to the board for continued Wellness Services. The Citywide Resident Council hosted its first Annual Membership Meeting on June 21, with more than 80 adults in attendance. Efforts remain underway to fill the vacant VISTA position. Service Coordinators recorded 116 interventions for the reporting period, with an emphasis on housekeeping and entitlements. Greater Berks Food Bank will begin a new mobile pantry at BCHC @ Oakbrook on June 28. An updated Memorandum of Agreement has been presented to Centro Hispano for continued Senior Center services at Kennedy Towers.

SAFETY & SECURITY – There was an incident that involved the use of guns and our officers have been working on the matter since it happened. Unfortunately, none of the people who were involved would cooperate with the Police nor could they find the gun that was used. As a consequence (even though we have excellent videos from our cameras of the actual incident) the police cannot arrest anyone other than on some minor charges. It appears to boil down to the victims of the crime not willing to testify or bring charges against the person who shot them and means the Police are unable to do anything further.

You might think this is unbelievable, however it happens more often than not and if you would like to discuss this at the Board meeting you can do so and I plan on if the Board is willing show the incidents we recorded on our cameras. It is all footage the Police have.

PUBLIC HOUSING FUNDING - Preliminary estimates are showing we will receive 83 to 86% of our funding for our Operating Fund and is about the same as the last few years. The Capital Fund appears to be about the same amount as last year and is about 2.2 million dollars. I have not heard of any updates on the budget amounts as yet.

SUMMER MEAL SERVICE – I have included in the Board packet a press release concerning the new and revised “Summer Meal Program” by the Reading School District that was celebrated on June 20th at Oakbrook Homes next to the Health Center. It is a nice program as the area they have it set up is perfect for it and the Oakbrook Resident Council is coordinating the cross walk guards (via our Community Service requirement) to ensure the safety of the kids crossing the street. RHA is proud of the involvement and cooperation of the Resident Council and applaud the work they are doing.

HABITAT FOR HUMANITY (HFH) – The Habitat project to date is currently at 90% completion on the demolition of the building. I will keep you up to date on this project as it moves along.

RHA PAINTING PROGRAM FOR OCCUPIED UNITS – We continue the painting program. To date, this program is going well and all units are in compliance with our requirement they be painted every ten years.

RHA has instituted a painting program for all of the units we own and manage which will ensure all units have and or painted within ten years.

NEIGHBORHOOD STABILIZATION PROGRAM (NSP) – The City of Reading is the lead agency and RHA and Our City Reading Inc., (OCR) are partners in this project. Currently, 331 Elm Street and 460 Centre Avenue are in either occupied or in the process of being filled. However, 201 N.

3rd does not have a Certificate of Occupancy as yet and expect it to happen soon. So we are unable to fill these units until that occurs.

As mentioned before, Albert would like to have the units at 201 N. 3rd rented to Artists and we are asking him to give us the criteria to be used for selecting artist for these units. I will update you on any changes in this project.

RENTAL ASSISTANCE DEMONSTRATION (RAD) – Out of the 60,000 units HUD was interested in having participate in this program, only 11,000 units were submitted and approved nationwide. This represents just 18% of the number of units HUD wanted in the program. It fell far short and perhaps it is related to the flaws in the program funding.

There are some attractive issues for participating in this program; the major one supposedly is not being under the public housing regulations. The most unattractive issue is the lack of or uncertainty of funding and other related issues. We have not and do not plan to apply at this time. We will monitor how this program works for some agencies over the long run. At the NAHRO Conference it was noted that HUD had a very large backlog of agencies applying for RAD and it was noted it may be a long time before they would be processed.

I will keep you posted on any new developments in this program. To date, there have not been any new updates on the RAD program.

YOUTHBUILD – This program is moving along and the participants are installing ceramic tile in the bathrooms and at Oakbrook Homes. This will alleviate most, if not all, of our maintenance concerns with the bathroom flooring. There is a thought of starting a home health care training program with the Youth Build to be incorporated into the Federally Qualified Health Care Center we are working on and would be a great offshoot for this program and may have started.

PARK PLACE ON PENN PROJECT- We plan to advertise and or contract with a marketing firm to help us get this project underway and perhaps a realtor in addition to a marketing firm. I have been in contact with a realtor for this property and are waiting to hear from them.

There has been no change in this program to date as we have had other issues to deal with at RHA and hope we can get this up and moving in the near future.

OAKBROOK AND GLENSIDE HOMES PATIO DESIGN – We are in the midst of installing the first patios at Oakbrook and Glenside in the next few months so it should be interesting. However, the weather has not cooperated with the many days of rain and clouds which has caused a delay in the work on the patios.

We are looking forward to seeing how well they are received and will have some pictures of the first ones for the Board to look at as soon as they are installed.

MASANO CAR MALL – REDESIGN Reading has been designated as the coordinator along with Masano as of the development of the Lancaster Avenue Development area which includes but is not limited to new Masano Auto Mall and all of Lancaster Avenue from 222/422 exit all the way to Shillington. The group included RRA, RHA, RPA, City of Reading, Alvernia University, Reading Body, Masano Group, Queen City Diner with the intent to get more organizations and businesses in this areas involved in the project as they are identified.

The Group convened to discuss the implementation of streetscape and green infrastructure development in Community and to coordinate various development activities in the focused neighborhood areas into an overall development Plan. There are several critical and or important projects currently underway and/or have been completed such as the Regional Auto Showroom (scheduled to open December of 2016) and the development of The Environmental Exploration Center at Angelica Park by Berks County Conservancy and the Oakbrook Health Center

(completed). Discussions are ongoing and other development partners are being identified and being invited to participate in this project.

Another meeting is scheduled for the end of this month.

2016 PHAS SCORE – We estimate we will have a score of 91 for our PHAS score for 2016 if everything remains the same for all of the scoring measures. While this is an estimate for the year we believe if we continue to manage RHA in the same manner we will again be a high performer.

I do not see us not being a High Performer based on the information we have at this time, and will keep you informed if there are any changes. However, this is an estimate and could change from now till the time they post the scores early next year.

SOLAR ENERGY – RHA is looking at the possibility of participating in an innovative solar energy program which will permit us to have most and possibly all of the cost paid for with a mixture of tax credits and loans to be paid out of the energy savings. Right now we are having our energy consultant looking into the feasibility and or the possibility of incorporating the solar energy project into and with our current energy savings program as there may or may not be incentives to make this feasible and cost effective. It will be at least a year or two before we know how this will work of if it can be done.

There has been no change in this since the last meeting.

AIR CONDITIONERS – RHA as part of the wall replacement at Rhodes and Eisenhower had to purchase special air conditioners for residents at these developments as of the ones owned by the residents would not work. This was due to the work requirements, dust and exhaust needs of the units owned by the residents would cause them to fail and just did not work. Therefore we purchased units that would work and now we would like to do something with them. As a result we would like to sell them to residents at a reasonable price (determined by Ebay and other avenues). As this is not the usual way of disposing of property I would like the Board to approve this method of selling them to our residents at a price we have determined as reasonable based units of comparable type and age.

I have put this on the agenda for discussion.

MEETINGS:

- Workforce Investment Board Policy and Planning Committee.
- RHA City Wide Resident Council meeting.

A motion was made by Mr. Pawling and second by Mrs. Acosta to accept the report of the Executive Director. The motion was carried unanimously.

The following Resolution was read and considered:

RESOLUTION NO. 5890

RESOLUTION APPROVING THE TERMS AND AUTHORIZING
THE EXECUTION OF A CONTRACT WITH
WASTE MANAGEMENT OF PENNSYLVANIA, INC.,
FOR WASTE REMOVAL SERVICES TO INCLUDE REMOVAL OF TRASH, SCRAP,
RUBBISH, RECYCLING AND GARBAGE FROM ALL LOCATIONS
MANAGED BY THE READING HOUSING AUTHORITY.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the terms of the contract with Waste Management of Pennsylvania, Inc., [Gilbertsville, PA] for Waste Removal Services to include removal of trash, scrap, rubbish, recycling and garbage from all locations managed by the Reading Housing Authority with the option to renew, are hereby approved, the said Contract to be in substantially the following form:

CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

2. The said Contract in the amount of \$192,000.00 is the lowest acceptable bid as reviewed and approved by the Solicitor.

3. This Resolution shall be effective July 1, 2016.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Pawling and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mrs. Rebecca Acosta
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5891

RESOLUTION APPROVING THE TERMS AND AUTHORIZING
THE EXECUTION OF A CONTRACT
WITH BERKS VISITING NURSE ASSOCIATION
TO PROVIDE WELLNESS SERVICES FOR
RESIDENTS WHO ARE ELDERLY OR HAVE A DISABILITY AT ALL PUBLIC HOUSING
SITES MANAGED BY READING HOUSING AUTHORITY.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the terms of the Contract with Berks Visiting Nurse Association (Wyomissing, PA), to provide wellness services for our residents who are elderly or have a disability at all public housing sites managed by Reading Housing Authority for approximately 70 hours per week for 12 months, with the option to renew, are hereby approved, the said Contract to be in substantially the following form:

CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

2. The said contract, in an amount not to exceed \$116,130.00, is pending review and approval by the Solicitor.

3. THIS Resolution shall be effective June 1, 2016.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Acosta and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mrs. Rebecca Acosta
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5892

RESOLUTION APPROVING CHANGE ORDER NO. 1 TO THE
CONTRACT WITH SIMERAL CONSTRUCTION COMPANY FOR PHASE 1 PATIO AND
SIDEWALK REPLACEMENT PROJECT AT OAKBROOK & GLENSIDE HOMES.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the Commissioners do hereby approve Change Order No. 1 to the contract with Simeral Construction Company, for the Phase 1 Patio and Sidewalk Replacement Project in the total amount of \$12,899.20.

Project Name & Location: Patio and Sidewalk Replacement Project Phase 1.

Description of Change:

- Add retaining walls at Oakbrook Building C-28, Units 933 to 947 Scott Street- 3 walls 30' long x 3' high. General Conditions/Labor **(\$494.50)**
- Material/Sub/Supplier. **(\$12,404.70.)**
- 3 additional work days requested.

Statement of Justification: All requests were reviewed and approved by Olsen Design Group and Reading Housing Authority.

2. THIS Resolution shall be effective June 28, 2016.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. Keely and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mrs. Rebecca Acosta
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

An additional resolution was added to the agenda at this point. Before Mr. Steve Belinski read the resolution, he wanted to share that when he and Mr. Walt Pawling were involved with the union negotiations they were impressed with the quality of the people that were involved in the process and the reflection of the staff. Then we received our PHAS High Performer Score once again. We wanted to do something for the staff and we spoke to Dan who said yes. We then put it into Audrey's hands. She worked with what we were doing and came up with a brilliant solution. So on behalf of the Board of Commissioners this is Resolution 5893.

The following Resolution was read and considered:

RESOLUTION NO. 5893

RESOLUTION RECOGNIZING ALL RHA EMPLOYEES FOR
ACHIEVING HUD'S PUBLIC HOUSING ASSESSMENT SYSTEM [PHAS]
HIGH PERFORMER STATUS FOR FISCAL YEAR ENDING MARCH 31, 2015.

WHEREAS, the Department of Housing and Urban Development [HUD] has awarded Reading Housing Authority [RHA] 'high performer status' under the Public Housing Assessment System [PHAS] for fiscal year ending March 31, 2015.

WHEREAS, RHA was awarded 'high performer status' for fiscal years ending: March 31, 2012; March 31, 2013; and March 31, 2014; making March 31, 2015, the fourth consecutive year in a row.

WHEREAS, the Board of Commissioners, hereby recognizes that RHA achieving 'high performer status' is a direct reflection of the high quality of work performed by each and every employee.

WHEREAS, it is the desire of the Board of Commissioners to express their gratitude and appreciation to each and every employee for their hard work and dedication by authorizing a half-day off with pay.

SO BE IT RESOLVED AND IT HEREBY IS RESOLVED that the Board of Commissioners hereby approves a half-day off with pay for all employees effective at 12:00 noon on Friday, September 2, 2016.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mrs. Rebecca Acosta
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

Mr. Steve Belinski stated that the Board agreed to sell the floor model portable air conditioners (Rhodes & Eisenhower) to tenants at a reasonable based price. These units are meant for the residents and not for resale. The Board members were all in favor.

There being no further business to come before the Commissioners, a motion was made by Mrs. Acosta and second by Ms. Keely to adjourn the meeting. The motion was carried unanimously.

The next regular meeting of the Reading Housing Authority is scheduled to be held at Kennedy Towers, 300 South Fourth Street on Tuesday, July 26, 2016.

Recording Secretary